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Position Description

Position Title:	Controller , Desert Classic Landscaping	Job Number: 4733
Apply To:	<i>For immediate consideration, please apply at the FirstService Residential - Career Center website, http://fsresidentialcareers.com</i>	
FLSA Status:	Exempt	Last Updated: December 2015

The Company

Do you aim high? Are you genuinely helpful? Are you looking for a place where you can make a difference, receive ongoing support and training, and build a rewarding, long-lasting career? Then you may be a good fit for FirstService Residential, North America's foremost property management firm. We're all about our associates, and as we continue to grow, we're looking for even more quality people who share our dedication to doing what's right, improving residents' quality of life, building great relationships and truly making a difference for their clients, their colleagues and themselves. Is that you? If so, we think you should get to know us.

Job Responsibilities

Direct and implement systems, policies and procedures for Corporate Accounting to ensure the Company's reported financial results are reported accurately, timely and efficiently in accordance with all requirements of a subsidiary within a publicly traded company.

As a result of job performance, support client retention, employee retention, and the advancement of FirstService Residential and FirstService Residential client services in terms of its image, visibility, reputation, diversification, professionalism, and technology.

Essential Duties & Responsibilities

The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

- Maintain the financial records of FirstService Residential in accordance with Generally Accepted Accounting Principles, including compliance with applicable Sarbanes-Oxley requirements
 - Define and enforce key controls over financial statements and financial operations
 - Produce financial statements and internal/external financial reporting in accordance with company timelines and policies
 - Supervise and approve key monthly accounting activities such as invoicing, accounts payable, payroll processing, and journal entry preparation
 - Coordinate with parent company and external auditors as necessary



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- Develop and maintain accounting policies and procedures, including but not limited to
 - Ensuring compliance with GAAP and SOX requirements
 - Enforcing monthly/quarterly close accountabilities and procedures, and maintaining appropriate checklists to ensure departmental compliance
 - Completing balance sheet account reconciliations on a pre-established calendar schedule and in accordance with company policies
 - Overseeing the department's execution of detailed financial controls; enforcing processes and controls to ensure transactions are processed reliably, timely and accurately
 - Implementing new company procedures and policy changes, as business conditions warrant
- Execute recurring financial reporting, commentary and analysis
 - Manage recurring diagnostics and variance reporting
 - Prepare necessary narrative summaries and related presentations for company and department leadership
- Oversee payroll function and employment related filings
- Support the development of the annual budget and operating plan
- Support company-wide profitability objectives
 - Identify and execute upon opportunities to re-engineer and improve accounting and financial reporting processes
 - Provide ad hoc analyses and accounting/financial support to business segment management teams in support of financial and operational objectives
 - Identify profitability, cost reduction and other ROI opportunities company-wide

BEHAVIORS

- Anticipate needs across the company and manage department resources to provide timely and reliable service to internal customers; prioritize and communicate when workload or requests for support exceed departmental capacity
- Manage in a no surprises manner; proactively communicate financial issues to company and finance leaders
- Safeguard the company's assets, be alert for situations that could invite fraud
- Motivate team, set expectations, measure results, and provide timely feedback
- Demonstrate and model company values with internal and external customers
- Display a commitment to the company as exercised through understanding the company's mission statement, vision and awareness of current plans and strategies

Additional Duties & Responsibilities

- *Practice and adhere to FirstService Residential Global Service Standards.*



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- *Conduct business at all times with the highest standards of personal, professional and ethical conduct.*
- *Perform or assist with any operations as required to maintain workflow and to meet schedules. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.*
- *May participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, policies, and regulatory guidelines.*
- *Ensure all safety precautions are followed while performing the work.*
- *Follow all policies and Standard Operating Procedures as instructed by Management.*
- *Perform any range of special projects, tasks and other related duties as assigned.*

Supervisory Responsibility

Four direct reports, including the Assistant Controller

Education & Experience

- Previous controllership experience required
- Advanced to expert knowledge of accounting software applications. Day to day experience with windows-based, packaged accounting software is required. (MAS90 is a plus)
- Minimum 8-10 years experience developing and managing professional staff
- Certified Public Accountant preferred

Knowledge, Skills & Proficiencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

OTHER QUALIFICATIONS

- Project management skills; participated as a lead team member on a large-entity implementation desired
- Experience with software Jonas preferred
- Payroll (ADP experience a plus)
- Report writing (Crystal or FRx experience a plus)

LANGUAGE SKILLS

Successful candidate will have ability to communicate with various audience types, including senior leadership. Must write clearly and concisely, with executive-level professionalism and thought.



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Physical Requirements / Working Environment

Physical demands described here are representative of what is required to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must be able to lift 25lbs.

Must be able to sit for extended periods of time.

Must have finger dexterity for typing/using a keyboard.

Talking and listening occur continuously in this position.

WORK ENVIRONMENT

The work environment characteristics are normal office conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Hours over and above normal office hours will be required. Financial personnel can expect to work from 40 – 50 hours per week, and more when financial and special projects warrant additional effort throughout the year.

Consistent and regular attendance required.

Travel

Occasional travel to Regional offices for meetings may be required.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This is not an all-inclusive job description; therefore, management has the right to assign or reassign schedules, duties and responsibilities to this job at any time.